

# COORDINATORS CHECK LIST FOR A TEMPORARY EVENT

## THOMAS JEFFERSON HEALTH DISTRICT

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. Each food vendor that proposes to work your event must submit a separate Temporary Restaurant Application. These applications need to be submitted within 7-10 days of a recognized event and all can be submitted through our district office in Charlottesville, or any of our local county offices. For additional information you can call our district office in Charlottesville at 434-972-6259; 972-6221 (fax).

Copies of the Temporary Restaurant Application, as well as a guideline document that lists what is needed in order to obtain a food permit, can be obtained from any of our local offices or by accessing our web site: <http://www.vdh.virginia.gov/LHD/tj/index.asp>.

1. NAME OF EVENT \_\_\_\_\_
2. DATES(S) OF EVENT \_\_\_\_\_
3. EVENT LOCATION \_\_\_\_\_
4. NAME OF EVENT COORDINATOR AND OTHER RESPONSIBLE INDIVIDUALS:

NameAddressPhone Numbers/Work & Home

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5. NUMBER OF ANTICIPATED FOOD BOOTHS \_\_\_\_\_
  6. ATTACH A LIST OF PROPOSED FOOD BOOTH PARTICIPANTS.
  7. TIME OF EVENT SET-UP \_\_\_\_\_ TIME EVENT STARTS \_\_\_\_\_
  8. SOURCE OF WATER SUPPLY \_\_\_\_\_  
(Show the location of all water risers on the site plan layout.)
  9. WASTEWATER AND SEWAGE DISPOSAL FACILITIES SOURCE \_\_\_\_\_  
Will chemical toilets be used, and if so how many are proposed \_\_\_\_\_  
How many people anticipated per day \_\_\_\_\_
  10. GARBAGE DISPOSAL METHOD \_\_\_\_\_
  11. SOURCE FOR ICE (IF PROVIDED BY ORGANIZER) \_\_\_\_\_

12. **ATTACH A SITE MAP** SHOWING THE LAYOUT AND LOCATION OF FOOD BOOTHS, RESTROOM FACILITIES, WATER RISER, TRASH CONTAINERS, ETC.

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Name of Applicant

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Date